



CITY COUNCIL ACTION FORM

Department Parks and Recreation	Presented by Diesel Post - Parks and Recreation Director	Date October 19, 2021
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ITEM

Approval of 2022 Salida Tree Board action plan

BACKGROUND

The Salida Tree Board presents the attached action plan for 2022.

FISCAL NOTE

The Parks and Recreation and Public Works budgets for 2022 includes \$70,000 for tree planting and maintenance.

STAFF RECOMMENDATION

Staff recommends that Council approve the 2022 Salida Tree Board action plan in the consent agenda.

SUGGESTED MOTION

A Council member should move to approve the consent agenda.

SALIDA TREE BOARD

2022 Annual Work Plan

<u>General Activities</u>	<u>Date to be Accomplished</u>	<u>Responsibility</u>
1. Tree Board Meetings		
a. Announcements	1 wk prior	Pres/Sec
b. Meeting	1/month or as needed	TB, PW, City
c. Financial Records	on-going	Treas.
d. Minutes	each meeting	Pres/Sec
e. Record of Volunteer Hours	on-going	TB
2. Public Education		
a. Mountain Mail Articles	as needed	TB
b. Radio News Releases/PSA's	as needed	TB
c. Letters to Arborists re Workshops, Changes in Ordinances, EAB Monitoring, etc.	as needed	TB/City
3. Tree Board Recruitment	as needed	TB
a. Mayoral Appointment of Members	as needed	City
b. Election of Officers	January	TB
4. Prepare/Submit Annual Work Plan	September	TB
5. Update Arborist List	as licensed/renewed	TB, City
6. Review/Recommend changes in City Tree Ordinance to Council	November	TB
7. Tree City USA		
a. Tree City USA Application	Dec.	Pres.
b. Tree City Growth Award	as appropriate	Pres.
c. Tree City USA ceremony-Arbor Day	May 12	TB/Mayor
8. Fund-raising		
a. Grants		
Colorado Tree Coalition	Dec.	TB
Colorado Parks & Rec	April	TB
Colorado Garden & Home Show	August, October	TB
Reporting	as required	TB

b. Arbor Day Donation Requests	early May	TB
9. Planting, Renovation, Maintenance Projects		
a. Arbor Day Program		
Radio, Newspaper Publicity	April, May	TB
Proclamation	May 3	Mayor
Arrange Class Participation	April	TB
b. Arbor Day Ceremony	May 12	TB, School, Mayor, Public
c. Adopt-a-Tree Program		
Publicity	Mar, April	TB
Plant Site Evaluations	April, May	TB
Order Trees	May, June, July	TB
Tree Care Instructions to Adopters	May, June, July, Oct.	TB
d. Update GIS Inventory Park Trees	ongoing	PW
e. Update GIS Inventory Street Trees	on-going	PW
f. Large Street Trees, Pruning, Removal	as funded	Arborist, PW
g. Park Trees, Pruning, Removals	as funded	Arborist, PW
h. Clearance Prune for Business Signs	Summer	TB, Arborist
i. Prune Young Street Trees	Spring, Summer, Fall	TB, Volunteers
j. Merit Soil Drench (Soft Scale)	Spring	Arborist